



E-Grant Login Request Form instructions

The Nebraska Arts Council is converting its grants system to an electronic form. All grant applications, beginning with the 2004-2005 grant year, must be submitted electronically over the Internet. In order to apply for grants, organizations will need to register with the NAC for a login and password that will give them access to the E-grants system.

To request a login and password, complete the attached form and return to:

E-Grants Office, Nebraska Arts Council, 3838 Davenport, Omaha, NE 68131.

Provide attachments as indicated below.

Attachments:

If your organization has received a grant from the NAC at any time since January 1, 2000:

You do not need to include any attachments unless you wish to be considered for multicultural eligibility (see the organizations of color section below).

New Applicants:

Your organization must submit these required attachments with the completed registration form:

- * Non-profit organizations -- a copy of your organization's 501(c)(3) IRS determination letter and proof of incorporation in Nebraska as a nonprofit corporation.
- * Churches or private schools -- a copy of your organization's sales tax exemption certificate and a copy of the letter assigning your Federal Employer Identification number.

Organizations of color

Organizations that are culturally specific to underserved ethnic minorities that include African Americans, Asians, Latinos, or Native Americans may be eligible for special guidelines. Contact the NAC to receive a copy of the eligibility guidelines.

If you have any questions, contact the NAC at 595/2122 in Omaha or 1-800/341-4067 statewide, or by e-mail at egrant@nebraskaartscouncil.org.

You may also contact individual staff members for information:

- Linda Hughes, Grants Manager, lhughes@nebraskaartscouncil.org
- Marty Skomal, Director of Programs, mskomal@nebraskaartscouncil.org
- Anne Alston, Arts Education and Community Coordinator, aalston@nebraskaartscouncil.org
- Elaine Buescher, Arts Industry Coordinator, ebuescher@nebraskaartscouncil.org
- Deborah Bunting, Cultural Heritage Coordinator, dbunting@nebraskaartscouncil.org



E-Grant Login/Password Request Form

Include attachments as indicated in instructions.

The NAC will contact you at the email address that you provide below with the login and password for your organization. Be sure to keep it in a safe and accessible place.

Please type or clearly print this form, and please keep a record of the following information:

Name of Organization _____

Organization's Federal Employer Identification Number (Federal Tax ID —**required**) _____

Address _____

City _____ 9-Digit Zip Code: _____

NE Legislative District: _____ Congressional District: _____

Organization's phone number: _____ / _____ Official's daytime phone number: _____ / _____

Authorizing Official's E-mail address (**required**) _____

Name and Title of Authorizing Official _____

(Exec. Dir., Board Pres., Superintendent, etc.) *You must notify us if your organization's authorizing official changes)*

Please circle **one** of the following that best describes your organization:

- [02] 501(c)(3) Non-Profit
- [04] Government - Federal
- [05] Government - State

- [06] Government - Regional
- [07] Government - County
- [08] Government - Municipal (includes schools & libraries)

- [09] Government - Tribal
- [99] Other

Please circle **one** of the following that best describes your organization:

- [03] Performing Group
- [04] Performing Group – College/University
- [05] Performing Group-Community
- [06] Performing Group- Youth
- [07] Performance Facility
- [08] Art Museum
- [09] Other Museum
- [10] Gallery Exhibit Space
- [11] Cinema
- [12] Independent Press
- [13] Literary Magazine
- [14] Fair/Festival
- [15] Arts Center
- [16] Arts Council/Agency
- [17] Arts Service Organization

- [18] Union/Professional Organization
- [19] School District
- [20] Parent-Teacher Organization
- [21] School - Elementary
- [22] School - Middle
- [23] School - Secondary
- [24] School - Vocational/Technical
- [25] Other School
- [26] College/University
- [27] Library
- [28] Historical Society
- [29] Humanities Council
- [30] Foundation
- [32] Community Service Organization
- [33] Correctional Institution
- [34] Health Care Facility

- [35] Religious organization
- [36] Seniors' Center
- [37] Parks & Recreation
- [38] Government- Executive
- [39] Government – Judicial
- [40] Government – Legislative
- [42] Media - Periodical
- [43] Media – Daily Newspaper
- [44] Media – Weekly Newspaper
- [45] Media – Radio
- [46] Media - Television
- [47] Cultural Series Organization
- [48] School of the Arts
- [49] Arts Camp/Institute
- [50] Social Service Organization
- [51] Child Care Provider
- [99] None of the above

As Authorizing Official I hereby authorize the NAC to issue our organization a login and password that will serve as my electronic approval/signature for the E-grant system. I understand that I am responsible for who has access to this login information. I will provide a letter authorizing any additional individual(s) to use this account.

I further state that our organization is incorporated in Nebraska as a non-profit corporation.

Authorizing Official's Signature (Executive Director, Board President, Superintendent or similar official):

Signature _____

Date _____

Printed Name and title _____

Complete and mail to: Nebraska Arts Council, 3838 Davenport, Omaha, NE 68131.